

UNCLASSIFIED

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EXECUTIVE SECRETARIAT

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Executive Secretary
25 January 1982
Date

82-443



ASSOCIATION OF GOVERNMENT ACCOUNTANTS

NATIONAL OFFICE: 727 SOUTH 23rd STREET, SUITE 100, ARLINGTON, VA. 22202 (703) 684-6931

January 22, 1982

Honorable William J. Casey
Director, Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. Casey:

The Association of Government Accountants (AGA) is a professional organization whose 12,000 members are concerned with financial management matters in state, local, and Federal Governments. Each year, the Association, through its awards program, attempts to recognize those individuals who have made outstanding contributions in the field of financial management. Your assistance in identifying those members of your staff, who you believe warrant such recognition in accordance with the criteria presented below and in the attachments, will be appreciated.

The three Chapters of the Association within the Metropolitan area are: the Washington, D.C. Chapter; the Montgomery-Prince Georges Chapter; and the Northern Virginia Chapter. These three Chapters are cooperating this year to simplify the nomination process in the Washington, D.C. area. Nominations may be submitted for individuals who reside both within and outside the Metropolitan area. It is pointed out, however, that the latter individuals will be considered only for national awards. All nominations received will be considered by all three Chapters for the local and national awards for which the nominees are eligible.

As a guide in selecting your nominees, the following general criteria are presented:

- o Achievements for which the nominee is recommended for recognition must be in the financial management area.
- o Financial management for this purpose includes, but is not limited to, accounting, auditing, budgeting, data processing, programming, and management and training in these areas.
- o Factors to be considered are: innovative thinking; notable authorship; creative research; and exceptional efficiency.
- o Results should be expressed in terms of savings or other benefits such as expanded services, decreased time requirements, and increased management capabilities.

The local awards will be presented publicly at Chapters' "awards" meetings; winners will be notified of the time and place. The national awards will be presented at the Association's Professional Development Conference to be held in Denver, Colorado, in June 1982.

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Nominations, in triplicate, must be received by March 15, 1982. Late submissions will be considered by the Awards Committee only if in its opinion extenuating circumstances caused an excusable delay. The attachments contain descriptions of the awards to be made, specific criteria for nomination, and a nomination format. Nominations should be submitted to:

[Redacted]

Regional Vice President
666 11th Street, N.W., Suite 705
Washington, D.C. 20001

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Your participation in the 1982 Annual Awards Program is appreciated, and we look forward to receiving those nominations which you feel qualify for the described awards.

Sincerely,

[Redacted]

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Attachments - 3

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

DISTINGUISHED LEADERSHIP AWARD

- PURPOSE: To formally recognize Government employees who have demonstrated sustained outstanding leadership and notable contribution to financial management.
- CRITERIA: Government employee at the time of the nomination for the award. (Nominees do not have to be members of the Association.)
- Outstanding leadership must have been sustained over a period of years and must have been demonstrated both on the job and by significant contribution to the profession, in an area of financial management.
- NOMINATION Biographical Sketch of Nominee. Include the nominee's name, position, title and grade, home address, education, and any other pertinent background information that will assist in evaluating the nominee's achievement.
- FORMAT:
- Description of Nominee's Accomplishments. Describe in specific terms the work or contribution for which the nomination is being submitted. The basis for the nomination should reflect current or relatively recent work; its objectives and significance; method used; its relation to previous work attempted in this field, if any; and, if relevant, names of cooperating individuals, departments or agencies. Describe separately both achieved and anticipated results.
- CITATION: Describe succinctly the highlights of the accomplishment; particularly, its impact and results for use as the formal award citation.

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

ACHIEVEMENT OF THE YEAR AWARD

PURPOSE: To accord recognition of outstanding achievement in developing, implementing and improving financial management in the government services in Calendar Year 1981.

CRITERIA: Government employee at time work was performed. (Need not be a member of the Association.)

NOMINATION Biographical Sketch of Nominee. The nomination should include the nominee's name, position title and grade, home address, education and any other pertinent background information that will assist in evaluating the nominee's achievement.

FORMAT:

Description of Nominee's Accomplishments. Describe in specific terms the relatively current work or contribution on which the nomination is based. Include the work objectives and significance, methods used, its impact, and achieved and anticipated results.

CITATION: Describe succinctly the highlights of the accomplishment; particularly, its impact and results, for use as the formal award citation.

ASSOCIATION OF GOVERNMENT ACCOUNTANTS

SPECIAL ACHIEVEMENT AWARD

PURPOSE: To accord recognition to mid-level professionals who have contributed to improved financial management in Calendar Year 1981.

CRITERIA: Member of AGA; mid-level manager (between grades 11-14); age 35 or younger in Calendar Year 1981. Nominee must have been a government employee at the time the work was accomplished.

Major financial improvement accomplishments to federal, state or local governments during Calendar Year 1981; accomplishments should be the result of the nominee's individual initiative rather than those of the overall organization.

NOMINATION
FORMAT: Biographical Sketch of Nominee. Include name, position title, grade, home address, date of birth, education and experience, and the name of AGA Chapter to which nominee belongs.

Description of Nominee's Accomplishments. Include the objectives and significance, methods used, impact within and outside nominee's agency, and results achieved and anticipated.

CITATION: Describe succinctly the highlights of the accomplishment; particularly, its impact and results, for use as the formal award citation.